

**The Consul General Residence of the U.S. Consulate General in
Naha provides a good opportunity to work for
the high-ranking official in an international environment.**

Vacant Position 職種	Residence Assistant (Part-Time) レジデンスアシスタント/公邸使用人
Job Description 仕事内容	<p>Works under the direct supervision of the principal representative of the official residence or his/her designee. Primarily responsible for cleaning and upkeep of the official residence.</p> <p>米国総領事監督下にて官邸の清掃と維持が主な業務です。</p> <p>HOUSEKEEPING: Performs daily cleaning such as laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing minor tears, missing buttons and hardware, etc.; dusting, wiping and polishing indoor and outdoor furniture, vacuuming, cleaning lamps and bric-a-brac, dusting, etc. in the residence. Collects household waste, etc. in compliance with local government instructions.</p> <p>家事全般業務：日常の業務（洗濯、たたみもの、アイロンがけ、リネン、タオル、ナプキンなどの整理、整頓。ほつれ、ボタン、機器などのマイナー補修、室内屋外の家具の埃除去、拭き、磨き清掃、掃除機がけ、ランプ、骨とう品の埃取り掃除など。又、ごみ回収業者の規定に従ったごみの仕分け及びごみ出し。</p> <p>Performs heavy cleaning periodically which involves moving, storing, assembling, and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, cleaning silverware and tableware, windows and other high mounted items, dusting artworks, changing bulbs, waxing floors, etc. Escorts contractors for maintenance, repairs, gardening, etc.</p> <p>As necessary, serves snacks and beverages.</p> <p>以下の項目を含む定期的な大掃除：家具などの移動、保管、組み立て、分解を含む清掃、カーペットを巻いて移動、カーテンの取り付け、取り外し、銀食器、皿、スプーン、ナイフ、フォークなどの磨き作業、ライト、窓など清掃、絵画などの埃とり、電球等の交換。床のワックス掛け、メンテナンス、修理、庭師など業者さんのエスコート業務、必要に応じて軽食、飲物だし。</p>

	<p>OFFICIAL FUNCTIONS: Responsible for setting up and serving guests at official events such as breakfast meetings, luncheons, dinners, buffets and receptions.</p> <p>公式行事における業務 朝食ミーティング、昼食会、晚餐会、ビュッフェ、レセプションなどの公式イベントのセットアップと給仕業務</p> <p>Welcomes guests. Attends some official functions. Provides Cloak Room service. Assist kitchen staff to wash dishes, etc., and assists with floral arrangements. Inventories household supplies. Performs other duties as assigned.</p> <p>お客様のお出迎え、公式行事へ参加もあり、クロークルームサービス（お客様の手荷物等を丁寧にお預かり、お返し業）食器洗いなどキッチンスタッフの手伝い、フラワーアレンジメントの手伝い。</p> <p>官邸の備品等の保守、在庫管理、その他必要に応じて与えられた業務の遂行</p>
Qualifications 資格等	<p>Must be a citizen of Japan or non-Japanese with required residency status for employment. Must be positive, proactive, professional and able to work a flexible schedule including the possibility of some evening, weekend, and holiday events.</p> <p>English Level -Eiken 3</p> <p>日本の国籍を持っているか、雇用に応じて必要な在留資格を持っていること</p> <p>ポジティブで積極的、意欲、プロ意識をもって土日、祝祭日を含む日程があった場合においても柔軟に対応できる方</p> <p>英検 3 級レベル程度</p>
Location 勤務地	<p>Kakazu, Ginowan-city 宜野湾市嘉数</p>
Employment Conditions 条件等	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>契約期間：1 年間、契約更新可、6 ヶ月は試用期間</p> <p>Work hours: Part-time schedule: 6 hours per day, 4 days per week, 24 hours per week.</p> <p>就業時間：パートタイム 1 日 6 時間、週 24 時間</p> <p>Compensation</p> <ul style="list-style-type: none"> Hourly rate: Approximately 1,100 yen- 1,240yen. Actual rate will be determined depending on the selected candidate's prior work experience. Additional Food allowance. Additional Transportation allowance: Reimbursed for the least costly and most direct route from/to home and official residence.

	<ul style="list-style-type: none"> Additional Bonus Allowance: Equal to one-sixth of Base Pay prorated on the hourly rate of pay and total number of hours worked and paid every month. <p>賃金 時給 1,100 円-1,240 円 (経験等により最終判断) 食事手当 1,665 円 (一日 4 時間以上働いた日数分) 通勤手当 実費支給 (上限あり) 賞与 勤務した労働時間に対する月額給与の 6 分の 1 を毎月支給する。</p> <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>休日： 年休制度あり、日本の祝日</p> <p>Labor Insurance: Worker's Compensation and Employment Insurance.</p> <p>労働保険、失業保険有り</p>
To Apply 応募先	<p>Please submit a resume (in English is preferable) and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: ORENaha@state.gov</p> <p>履歴書 (なるべく英語の履歴書)と資格等の書類を上記の E メールアドレスに送付ください。</p> <p>Only successful candidates will be contacted for interview. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p>書類選考で候補者となった方のみ、面接の連絡を致しますので、日中連絡可能な電話番号、E メールアドレスをご記入願います。 受領致しました書類は返却いたしません。電話での照会はお断り申し上げます。</p> <p>Closing Date (締め切り) : Apr 15, 2022 4 月 15 日 (金)</p>